



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Department of Environmental Quality

State Division / Office: Administration

Location of Internship: Lansing

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters

Internship Hours Requested Per Week: No less than 20 hours per week

PREFERRED EDUCATION

Major / Minor: Computer Software, Business, Public Administration

Level of Education: Undergraduate

Preferred Skills / Qualifications:

- Software database creation

Through this internship, student intern will develop or further strengthen the following competencies:

| | | |
|-------------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Adaptability | <input type="checkbox"/> Continuous Learning | <input type="checkbox"/> Initiating Action |
| <input type="checkbox"/> Building Strategic Working Relationships | <input type="checkbox"/> Contributing to Team Success | <input checked="" type="checkbox"/> Innovation |
| <input type="checkbox"/> Building Trust | <input checked="" type="checkbox"/> Customer Focus | <input checked="" type="checkbox"/> Planning & Organization |
| <input type="checkbox"/> Coaching | <input type="checkbox"/> Decision Making | <input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills |
| <input checked="" type="checkbox"/> Communication | <input type="checkbox"/> Follow-Up | <input type="checkbox"/> Work Standards |

INTERNSHIP DESCRIPTION

Internship Title: ADMIN Database Creator Intern

Intern Responsibilities / Projects:

- Create databases for the tracking of DEQ real property assets and obligations, real estate leases and personal property inventory as well as work processes.
- Provide similar support for DEQ Federal Aid grants and financial reporting.

APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:

MCSC-CareerServices@michigan.gov or 517-373-7690 (fax).